

~~SECRET~~

DISPATCH NO. [REDACTED]

25X1

Copy 3 of 4
Page 1 of 1

25X1 TO : [REDACTED] DATE: 15 FEB 1957

25X1 FROM : [REDACTED]

SUBJECT: General - Administrative/Personnel
Specific - Correspondence Courses

25X1 REFERENCE - [REDACTED]

1. Headquarters not only approves but encourages personnel of [REDACTED] to further their education by taking correspondence courses. The provisions of Regulation 25-410 spell out the requirements for KUBARK sponsorship of such training. In most instances it will be difficult for your personnel to qualify in view of the many requirements imposed. We are sending the necessary forms to be used by those who think they may meet the necessary requirements. We are informed that when a person has been approved for correspondence courses under KUBARK sponsorship, reimbursement to the individual is not made until he has satisfactorily completed the course. This condition has been imposed because experience has shown that only 20 % of those who begin correspondence courses complete them.

25X1

2. There is no objection, however, against an individual taking correspondence courses on his own. In this event, the selection of courses is entirely up to the individual. [REDACTED] approval, however, is required before signing up for any course. It is necessary to give the name of the institution and the course to be taken. It is also emphasized that the correct and approved address only will be used.

25X1

3. The [REDACTED] kit and tape recorder is located in the [REDACTED] warehouse and there is no objection to your breaking out the tape recorder and putting it to use. There doesn't appear to be need for an extra recorder as the infrequent use [REDACTED] will make of it should not interfere with any training schedule. The recorders are not subject to frequent breakdowns, but in such event your KUCLUB colleagues can make necessary repairs. The other two bases have not had any difficulty with the recorders.

25X1

Attachment: Forms a/s in para 1.

Distribution:

122 - Addressee

3 - Pers

4 - Chrono

AHD/ht/30 January 1957

JAMES A. CUNNINGHAM, JR.
(Releasing)SEC
(Coordinating)

25X1

25X1

25X1

~~SECRET~~